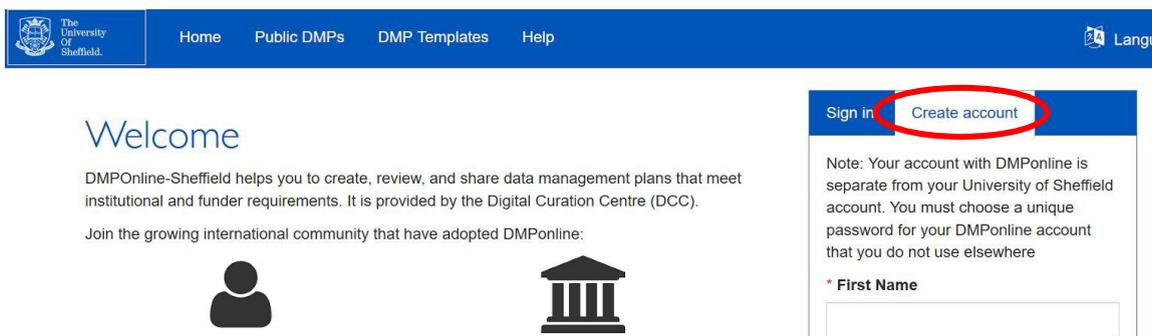


# Introduction to DMPonline for Supervisors

Writing a data management plan (DMP) can help ensure your data is easier to store, find, and understand. The University Postgraduate Research Committee require all PGRs from 2019/20 to have a DMP before their confirmation review. To support this the Library is providing access to DMPonline, a tool with templates and guidance from the University and major funders to make writing a DMP easier for students and staff.

## Create an account



The University of Sheffield

Home Public DMPs DMP Templates Help

Welcome

DMPonline-Sheffield helps you to create, review, and share data management plans that meet institutional and funder requirements. It is provided by the Digital Curation Centre (DCC).

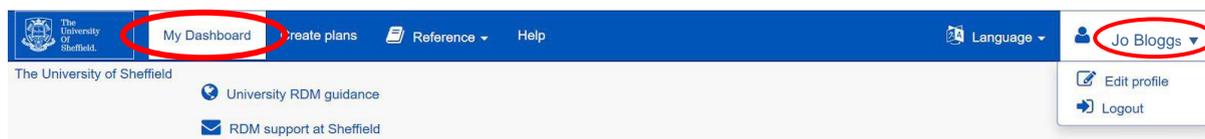
Join the growing international community that have adopted DMPonline:

Note: Your account with DMPonline is separate from your University of Sheffield account. You must choose a unique password for your DMPonline account that you do not use elsewhere

\* First Name

1. Go to [dmponline.sheffield.ac.uk](https://dmponline.sheffield.ac.uk).
2. Click on 'Create account' tab on the right-hand side.
3. Fill in your details, including a unique password you do not use elsewhere.

## My Dashboard



The University of Sheffield

My Dashboard Create plans Reference Help

Language Jo Bloggs

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Logout

University RDM guidance

RDM support at Sheffield

### My Dashboard

The table below lists the plans that you have created, and that have been shared with you by others. You can edit, share, download, make a copy, or remove these plans at any time.

Project Title	Template	Edited	Role	Test	Visibility	Shared	
My excellent research project	The University of Sheffield Postgraduate Research DMP	16-08-2019	Owner	<input type="checkbox"/>	Private	No	Actions
Test PGR guidance	The University of Sheffield Postgraduate Research DMP	08-08-2019	Owner	<input type="checkbox"/>	Private	No	Actions

- Create plans – Create a data management plan using one of the University's PGR templates or one specific to a funder.
- My Dashboard – Links to previous plans you have created or which have been shared with you.
- In the top right of the screen is a drop-down menu where you can edit your profile (including notification settings) and log out.

## Accessing students' plans

Supervisors should review their students' data management plans to ensure that they are feasible and appropriate. Once a student has created a plan in DMPonline, ask them to make you a 'co-owner' so that you can view their plan and make comments.

In the plan's 'Share' tab, the student should enter your email address under 'Invite collaborators', then select 'Co-owner' and click 'Submit'.

If you would like Library feedback on a student's data management plan, you can select 'Request expert feedback' in the same tab and a librarian will review the plan.

### Manage collaborators

Invite specific people to read, edit, or administer

#### Email address

j.bloggs@sheffield.ac.uk

#### Invite collaborators

\* Email

\* Permissions

- Co-owner  
 Editor  
 Read only

Submit

#### Request expert feedback

Click below to give data management staff at

A data librarian from The University of Sheffield is at [rdm@sheffield.ac.uk](mailto:rdm@sheffield.ac.uk).

You can continue to edit and download the plan

Request feedback

## Commenting on students' plans

Once you have been made a 'co-owner' of a data management plan, you can add comments on each section, to provide feedback, ask questions and make suggestions.

To comment on a plan, select it from your DMPonline dashboard and click on the 'Write Plan' tab. Each section can be expanded and feedback added using the 'Comment' function on the right. The 'Download' tab can also be used to download the plan in various formats.

The screenshot shows the 'Write Plan' tab selected in the top navigation bar. Below the navigation bar, there is a section titled 'Defining your data (1 / 1)'. This section contains a list of questions:

- Where does your data come from?
- How often do you get new data?
- How much data do you generate?
- What format(s) are your data in?
- If pre-existing datasets are being used, where will these come from? How will they be used? Who owns them?

Below the questions is a rich text editor with a toolbar containing icons for bold (B), italic (I), bulleted list, numbered list, link, and table. The text in the editor reads: "This project will re-use data from the Crime Survey for England and Wales, accessed via the UK Data Service. This will be combined with original survey data in csv format (approx 1 GB)."

On the right side of the editor, there is a 'Comments' tab, which is circled in red. Below this tab is a section titled 'Add comments to share with collaborators' with another rich text editor toolbar.

## Ongoing Support

The Library runs [DDP sessions on 'Looking after your Research Data'](#), which introduce good data management and give students the opportunity to draft their DMP with support from Library staff.

Advice is available on the Research Data Management [website](#) and via [rdm@sheffield.ac.uk](mailto:rdm@sheffield.ac.uk).